



LEHI CITY POSITION OPENING Library Page

SALARY RANGE: \$8.00 per hour

STATUS: Part-time, non-benefited

DEPARTMENT: Library, Leisure Services Department

JOB SUMMARY: Performs general unskilled routine clerical duties related to checking in, shelving and re-shelving of library collection materials; monitors book shelves, straightens materials and books and assures all books and materials are properly located; may provide general assistance to patrons by directing them to various locations in the library as needed to locate certain types of collection materials and books.

MINIMUM REQUIREMENTS: Must be able to work 10-20 hours per week; must be at least 16 years of age; must be able sort by alphabetical and numerical order; good communications skills; some knowledge of library reference, circulation, classification methods, practices and procedures is preferred.

TO APPLY: Each applicant is required to submit a [Lehi City Application](#) and any additional information listed on the job description to Human Resources. Application materials can be sent electronically to apply@lehi-ut.gov or submitted to Human Resources at 153 N 100 E, Lehi, Utah 84043.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.